5.0 Accounts Payable Focus Team for TIPS

Scope: Our team's objective was to challenge the current functionality of the PAID (automated accounting system) for both current and future functions. Also, we were to prioritize new functional requirements, to recommend changes to existing screens and design new ones, and to identify management issues.

Assumptions: All of the existing functionality of PAID would be replicated or would remain in PAID through TIPS.

Team Members: Sarah Wright-Hoffman and Robin Gurule, with input given by members of the A/P and Contract Payables teams

Primary Requirements:

- Approval for payment invoices must be automated.
  - electronic approval has been used by other contractors
  - POIMS is available to electronically capture the image, if necessary
  - Procedures will need to be established, agreed upon, and approved
- Ability to override account coding when making payments
  - Multiple requests for coding changes are received, daily
- A new, single PO inquiry screen is needed for the Accounts Payable/Contract Pay Teams
  - Data exists in the current PAID system. It is not in a compact, user-friendly format
- A comment field is needed on all transaction screens
  - Information is not easily accessible to the user or inquirers.
- Expense voucher edits should be sent out automatically to Budget Analysts
  - A 2-day window exists, at the present time, prior to cost defaulting
- A query screen that would detail a GL line entry for a requester
- A visible connection between FMIS and the A/P system
  - Reference PAID voucher information, RR, Voucher #.
  - Reference who made entry
  - Individual information on amount paid, tax, freight
- Ability to split code PO item after payments have been made on partial shipments

- Currently, once a partial payment has been made, any changes to the coding causes us to create a new item for the balance, with the new coding

- Ability to differentiate among invoice accruals, withholding accruals, month-end estimates, year-end accruals, etc.
  - This may have to be accomplished in a separate module from PAID, fed by the receiver number or other information from PAID. This would give us the ability to view, by invoice, how much has been accrued, paid, and how much withholding has been accrued.
- Rounding for over $10K payments should not be necessary
  - Currently, we must round quantity on any payment made on $1 unit priced items, after the accepted quantity amount goes over the $10K amount. (This is an old DDA bug.)
- An indicator should be added that will tell us that there are multiple error messages indicating why any data has been rejected from entry.
  - The multiple message should be listed in one viewing
- Action dates should be added to several screens
  - Currently, a user must access multiple screens to piece together history on a problem
- When we change to the “Change Mode” in PAID, the system throws you to any screen it wants and the user must request a specific screen
  - If the user is on the screen needed when in the “Add mode” on PAID and switches to the “Change Mode” to make a correction, the system switches itself to “wherever” it wants to be. This may seem trivial, but it is time consuming, and the possibility for a person to change another person’s data, unaware, exists and is usually not easily recoverable.
- Ability to accrue more than the total of the PO
  - Accurate costs are not being captured

Interfaces:

Management Issues:

Currently, LANL is not in compliance with 1099 withholding and reporting requirements to the IRS, which could result in substantial fines ($50 per 1099, plus penalties and interest). The information needs to be captured at the time the vendor is entered into the system, and that is not being done. Management should decide if this is a priority, and if so, authorize the necessary work flow changes.

There is some feeling that Consultants should be paid under PAID. Currently, they are paid by travel and payroll so that the necessary reporting and withholding can be done. However, this does not allow for commitments to be captured or for contract ceilings to be enforced.

Training must be made available for the TIPS system for any users Labwide, not only initially, but also on an ongoing basis.